# Notice of Eligibility

(Reserve Medical Entitlements and Dental/Line of Duty)

# *Mission of RAM-3*

*Authorize and coordinate timely medical treatment and incapacitation pay to Reserve component Marines (not on active duty) and Officer Candidates injured in the line of duty under the Notice of Eligibility (NOE) (Reserve Medical Entitlements and Dental/Line of Duty (RMED/LOD)) program.*

# *Definition of NOE (RMED/LOD)*

*When a Marine Reservist gets injured in the line of duty while on inactive duty or active duty orders for a period of 30 days or less, they may apply for medical care and incapacitation pay via RAM-3. Once approved by this Headquarters, they are eligible to receive medical care for that specific injury until they are returned to duty or separated from the service through the Disability Evaluation System (DES).*

# *References*

**10 U.S.C. Sect 1074 Chapter 55**

*Defines all benefits to medical and dental care for Reservists*

**37 U.S.C. Sect 204**

*Defines benefit to incapacitation pay for injured Reservists*

**DoD Directive 1241.1**

*Establishes policy, assigns responsibilities, and prescribes procedures on entitlement to medical treatment and incap pay to members of the Reserve components of all services.*

**DoD Instruction 1241.2**

*More precisely defines policy, responsibilities, and procedures of DoDD 1241.1*

**SECNAVINST 1770.3D**

*The Navy's LOD order*

**MCO 1770.2A**

*The Marine Corps' NOE (RMED/LOD) order.*

# *General Duties*

- *Take appropriate action on all NOE (RMED/LOD) requests*
- *Provide policy/procedural guidance to NOE (RMED/LOD) users*
- *Respond to all correspondence relating to NOE (RMED/LOD)*
- *Provide classroom instruction as needed to various SMCR units and recruiting districts, as well as various conferences*
- *Prepare reports of NOE (RMED/LOD) statistics*
- *Review proposed changes to directives relating to NOE (RMED/LOD) benefits and disability system*
- *Maintain liaison with MMSO and PEB*
- *Represent the USMC on the RCDAG*

# *WHO CAN APPLY FOR NOE (RMED/LOD) BENEFITS?*

*Marine Reservists who are:*

- *injured in the line of duty*
- *during Inactive Duty or*
- *during Active Duty Training, with orders for 30 days or less.*

**If on orders for 31 days or more, Reservist may elect to be released from active duty and apply for NOE (RMED/LOD) benefits*

*Reference : MCO 1770.2A*

# *NOE (RMED/LOD) Requests*

- *The member is responsible to report an injury.*
- *Submit a request for NOE (RMED/LOD) benefits via MCMEDS regardless of the member's intent to use military benefits.*
- *The military is liable for the administration of benefits as soon as we are made aware of the injury.*

# *37 U.S.C. 204(g)*

- If benefits approved under this law, the member cannot attend drills or be ordered to active duty.
- Member may not be mobilized.
- Incapacitation pay equals pay and allowances of member’s grade and TIS, minus any civilian earned income.

# *37 U.S.C. 204(h)*

- Member allowed to attend drills.
- Member may not be mobilized.
- Authorized by RAM-3 on a case by case basis depending on type of injury and expected recovery time.
- Incap pay compensates for lost wages only.

# *TNPQ vs NOE (RMED/LOD)*

- *The term Temporarily Not Physically Qualified (TNPQ) on active duty is not the same as TNPQ on the Reserve side*
  - *TNPQ on active duty means light duty*
  - *TNPQ on the Reserve side indicates a Marine who was injured while in a non-duty status (not during drill or AT)*
- *MARADMIN 584/00 outlined a "light duty" policy for Reservists which allowed TNPQ Marines to participate in drill/AT*

# *Nothing is Automatic…*

- *NOE (RMED/LOD) benefits must be requested within 5 days of the injury*
- *Reservists must be counseled on what an NOE (RMED/LOD) is, what he or she must do*
- *Continual coordination of pay and medical documentation are required to keep the Marine in compliance and generate/sustain incapacitation pay*

# Counseling

- *Use the "Marine's Privileges and Responsibilities Statement."*
- *Walk member through it line by line.*
- *Ensure member understands requirement to be seen by doctor every 30 days.*
- *If doctor will not schedule member every month, member can visit unit corpsman on off months, to verify next appointment. Visit can be submitted as medical documentation.*
- *There are limitations on civilian medical.*

# *Medical Treatment*

- *Military Treatment Facility (MTF), VA Hospital, Civilian Healthcare Provider*
- *The medical care system for Reservists is geared to the NOE (RMED/LOD) process. A Reservist cannot receive treatment without an approval (i.e. MCMEDS approval letter)*
- *MMSO 1-888-647-6676 (Military Medical Support Office) will not reimburse for medical care not pre-authorized and covered by the NOE (RMED/LOD)*
- *MTFs will not treat Reservists not authorized NOE (RMED/LOD) benefits*

# *Medical Boards*

- *Due at 120 days post injury if Marine is not fit for full duty*
- *Boards are sent to Physical Evaluation Board in Washington, DC*
- *Completed board (or doctor's note stating why board will not be done at that time) is required to extend incapacitation pay*
- *Once Med Board is submitted, Marine may be evaluated every 90 days, vice every 30 days*

# *Incapacitation Pay*

- *Not Automatic-must be requested*
  - *Medical documentation*
  - *Employer/Unemployed Member Certification*
  - *SECNAV Extension Authorization (if required)*
    - CMC can only approve incap pay to 6 months, beyond that, SecNav considers extension request.
- *Pay is computed differently for 204(g) than 204(h)*
- *In no case will a member be paid more than he would have earned if he had been on active duty for the same period*

# *Admin and Medical Teamwork*

- *Both the Admin Rep and Med Rep must be equally proficient with MCMEDS.*
  - *Generally, admin runs MCMEDS and medical keeps up with appointments and progress towards a medical board.*
- *Delays are most often caused by lack of attention to detail, failure to read manual, failure to read comments from RAM-3.*
- *Timeliness is imperative.*

# *Common Problems and their Solutions*

- *Attaching documents in the "Attach Other Docs" (Other Scanned Documentation)*
  - *This DOES NOT go anywhere! DO NOT use this section unless requested by HQMC!*
- *Ensure updates are done every 30 days*
  - *Every month when the member brings his med docs in, you should be doing some sort of update in MCMEDS*

# Other Common Problems and their Solutions

- *Admin Chiefs not knowing what needs to be done on NOE (RMED/LOD) until it's time to submit*
- *Admin Chiefs passing NOE (RMED/LOD) off to others*
- *Not paying attention to changes in MCMEDS*
  - *ALL OF THESE PROBLEMS CAN BE SOLVED BY GOING INTO MCMEDS AND FAMILIARIZING YOURSELF WITH IT.*

# *POC Problems and their Solutions*

- *Keeping MCMEDS users/POCs up to date*
- *Designate alternate MCMEDS users*
  - *Current POCs are displayed whenever an update is created (top of the document, UNIT – REQUEST section). If they are inaccurate, send an e-mail to MCMEDS@manpower.usmc.mil*

# *Be Proactive*

- *Get involved in the NOE (RMED/LOD) process.*
- *Review muster sheets for "excused absences."*
- *Review documentation carefully.*
- *Maintain close communication with member.*
- *Continuity through personnel turnover.*

# *Marine Corps Medical Entitlements Data System (MCMEDS)*

# *IMPORTANT ADDRESSES*

MCMEDS gateway:
HTTP://MCMEDS.MANPOWER.USMC.MIL

Current MCMEDS site (9 February 2005):

https://tfrs-mcmeds.manpower.usmc.mil/portaldb.nsf/MCMEDS

OmniPage software:
HTTP://hq.mfr.usmc.mil/g6/noc/mcmeds/

MCMEDS help mailbox:
MCMEDS@manpower.usmc.mil

MCMEDS hotline:
703 784-0300 DSN 278-0300

MARFORRES help desk:
504 678-5623

# *REGISTER FOR MCMEDS*

- Users:  CO/I&I, Admin Rep, Medical Rep, and Alternate
- Site is responsible to keep user group up to date in MCMEDS
- Access MCMEDS through the gateway
- Click on “Register for MCMEDS”
- Follow the instructions
- Send an e-mail to MCMEDS help mailbox and let them know you have registered, and whom you have replaced

# *NAVIGATING MCMEDS HINTS*

- **Always navigate from “MCMEDS – Initial Request”**
- **The screen’s title is in black letters at the top left portion of document**
- **“MCMEDS – Initial Request” is the Parent/Mother document, and you can create all updates from this document, also you can get to all updates from this document**
- **To see links to all updates/child documents, go to the bottom of the screen, find “UPDATE DOCUMENTS” and click on the blue triangle**
- **You can get back to the Parent document from any other document by going to the very bottom, and clicking on “Open MCMED Request”**

# *INITIAL REQUEST - STEP 1*

- From the top (blue) menu, click on “Navigate..New Request”
- Complete “Unit – Request” section
- Ensure following sections are accurate:
  - Duty Status (at time of injury)
    - Drill, ACDU, or Mobilization
  - Line of Duty (was injury incurred in the line of duty?)
  - ZIP Code (9 digits!)
  - Medical POC Phone
  - BAH Entitlement
  - Incentive Pay
  - MCMAP Injury (yes or no)
  - RECOMMENDATION of 204(g) or 204(h)

# *INITIAL REQUEST - STEP 2*

- Click on the “Populate” button to populate the request with MCTFS data
- If MCTFS data matches data from step 1, MCMEDS will display step 3 – “Attach Required Documentation”
- If MCTFS data doesn’t match data from step 1, error message(s) will be displayed at the top of the document, below a grey box with red writing, titled “BUSINESS RULES”
  - If correctable through UD, please allow 48 hrs after posting to MCTFS before continuing MCMEDS
    - Click “Save as Draft”
    - 48 hrs after MCTFS updated, click “Refresh Document”

# *INITIAL REQUEST - STEP 3*

- Click on the “Attach Scanned Document” button
- Pre-scan documents with OmniPage
  - Stack like docs into single file
  - Save docs as .tif or .PDF format
- Supporting documents for initial MCMEDS request are:
  - Muster Sheet/ACDU orders (required for approval)
  - Medical Documentation (required for approval)
  - Privileges and Responsibilities Statement (optional for approval, but required for future pmt of Incap pay)

# *INITIAL REQUEST - STEP 4-7*

- **Verify names and e-mail addresses**
  - Changes in unit representatives will not register them in MCMEDS. New users must be registered as discussed earlier
- **Ensure business rules are met**
  - If all business rules are not met, you will not see the “Submit to RAM-3” button
  - If you must make corrections, be sure you hit the “"Update Marine's MCTFS Data"” button again
- **Add additional comments, if needed**
- **Click on “Submit to RAM-3” button**
  - If the button isn’t visible, you have a business rules problem
- **Override Option**
  - UD doesn’t correct business rules
  - Cannot get medical records

# *HQMC PROCESSES REQUEST*

- HQMC (RAM-3) reviews the request
  - Approves the NOE,
  - Rejects the NOE for Unit correction and resubmission, or
  - Disapproves the NOE
- E-mail messages are sent to unit representatives
- Control number is assigned

# *UNIT PROCESSES APPROVED NOE*

- If the NOE was approved, you should
  - READ THE COMMENTS FROM HQMC (RAM-3)
  - Process the authorization letter
    - Select “Edit Document”
    - Enter the signature authority’s name
    - Indicate if authority is “By direction”
    - Click on “Create Letter for Member”
    - Print on your unit’s letterhead paper
    - You can cut/paste the letter into MS Word
- Maintain case as necessary

# *UNIT PROCESSES REJECTED NOE*

- If the NOE was rejected, you should
  - READ THE COMMENTS FROM HQMC (RAM-3)
    - These comments will indicate action necessary to correct the MCMEDS case
  - Take appropriate corrective action
  - Resubmit MCMEDS case

# UNIT PROCESSES DISAPPROVED NOE

- If the NOE was disapproved, you should
  - READ THE COMMENTS FROM HQMC (RAM-3)
    - These comments will indicate the reason the NOE was rejected
  - No further action by the unit is necessary
    - If mbr wishes to appeal decision, he has 60 days from the date of disapproval to forward his request to SecNav (OJAG) via his immediate command and HQMC (RAM-3)
  - The MCMEDS case is flagged for archive

# *READ THE COMMENTS*

- READ THE COMMENTS FROM US!
- Anytime we send a MCMEDS case to you, there will be comments attached
- Read the comments; they may save you time, a phonecall, and may even help to  reduce your overall workload

# *EXPIRATION DATES CLARIFIED*

- IAW SECNAVINST 1770.3D, CMC authorizes incapacitation pay for 6 months only.
- Medical treatment is authorized with no expiration date.
- Extension of incap pay must be requested from SECNAV.
- A second extension request without a medical board must be forwarded to BUMED for evaluation.

# *UPDATING APPROVED NOES*

- EVERY 30 DAYS after NOE is approved, unit will receive e-mail reminders.  Remember, YOU MUST create and send an update.  Updates aren't automatic.
- Update options are:
  - Medical Update Only
  - Incap Pay Request with Medical Update
  - Return to Full Duty Request
    - Return to Full Duty with Final Incap Pay Request
  - Discharge with Final Pay Request
  - 6 Month Extension Request
- MCMEDS case must be in Active MCMED status in order to update

# *NAVIGATING MCMEDS HINTS*

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# *STEP 1 WHEN UPDATING APPROVED NOES*

- Ensure you are in “MCMEDS – Initial Request”
- Click the “Edit Document” box (top left portion of document)
- Once screen changes, click the “"Update Marine's MCTFS Data"” button (bottom left portion of document)
- Now select the appropriate update
- If you do not follow the above steps, the only choices you will see will be either:
  - Exit without Save, or
  - Save and Close

# *INCAP PAY WITH MEDICAL UPDATE*

- Attach scanned documentation
  - Empl/Unempl Mbr Cert (required)
    - Employer Certification for 37 U.S.C. 204 (G)(1), or
    - Employer Certification for 37 U.S.C. 204 (H)(1), or
    - Unemployed Member Certification
  - Updated Medical Documentation (required)
  - Privileges and Responsibilities Statement (if not previously submitted)
  - Other (optional)
- Missed Drills Information
- PAY ATTENTION TO DATE RANGE!
- Add comments
- Submit to RAM-3
- No override option for any update request

# *6 MONTH EXTENSION REQUEST*

- Attach scanned documentation
  - Member's Request for Extension
  - Unit Endorsement
  - Chronological Case History
  - Medical Board Documentation
    - Or letter stating why medical board will not be convened
- Add comments
- Submit to RAM-3
- No override option for any update request

# *RETURN TO FULL DUTY REQUEST*

- Attach scanned documentation
  - Updated Medical Documentation (required)
    - Needs to have the words “Returned to Full Duty”
    - Cannot be future dated.  Must be:
      - Was returned to full duty today, or
      - May return to full duty tomorrow, or
      - Was returned to full duty on (some date in the past).
  - Other (optional)
- Add comments
- Submit to RAM-3
- No override option for any update request

# *RETURN TO FULL DUTY WITH FINAL INCAP PAY REQUEST*

- This option only appears after Return to Full Duty is reviewed and approved by RAM-3
- Attach scanned documentation
  - Empl/Unempl Mbr Cert (required)
    - Employer Certification for 37 U.S.C. 204 (G)(1), or
    - Employer Certification for 37 U.S.C. 204 (H)(1), or
    - Unemployed Member Certification
  - Updated Medical Documentation (optional)
  - Other (optional)
- Missed Drills Information
- PAY ATTENTION TO DATE RANGE!
- Add comments
- Submit to RAM-3
- No override option for any update request

# *DISCHARGE WITH FINAL PAY*

- Discharge Marine from the Marine Corps
- Attach scanned documentation
  - Empl/Unempl Mbr Cert (required)
    - Employer Certification for 37 U.S.C. 204 (G)(1), or
    - Employer Certification for 37 U.S.C. 204 (H)(1), or
    - Unemployed Member Certification
  - Updated Medical Documentation (optional)
  - Other (MCTFS data showing disch) (required)
- Missed Drills Information
- PAY ATTENTION TO DATE RANGE!
- Add comments
- Submit to RAM-3
- No override option for any update request

# *MEDICAL UPDATE ONLY*

- Attach scanned documentation
  - Updated Medical Documentation (required)
  - Other (optional)
- Add comments
- Submit to RAM-3
- No override option for any update request

# *REVIEW*

- *Register for MCMEDS*
- *Submit request*
- *READ COMMENTS*
- *Update request*